



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

August 2, 2010

Approved
11/29/2010

MEMBERS PRESENT	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Sergio Aviña	None	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Jeffrey Goodman		Glenda Pinney
Al Ballesteros	Brad Land		Jim Stewart
Nettie DeAugustine	Angélica Palmeros	PUBLIC	Craig Vincent-Jones
Whitney Engeran-Cordova	Kathy Watt		Nicole Werner
Michael Johnson	Fariba Younai	None	
Lee Kochems			
Mario Pérez			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 8/2/2010
- 2) **Minutes:** Executive Committee Meeting, 6/28/2010
- 3) **Plan:** County of Los Angeles MAP Plan –or– Performance Work Plan, Ethics and Goals; Vincent-Jones, Craig A.; 8/2/2010
- 4) **Memorandum:** Proposal for Topic(s)/Content for the Annual Meeting, 7/28/2010
- 5) **Table:** July 2010 Projects/Tasks, 8/2/2010
- 6) **Outline:** Los Angeles County Commission on HIV, Comprehensive Training Program, Curriculum Outline, 8/2/2010
- 7) **Table:** Los Angeles County Commission on HIV, Policy and Procedure Manual, 8/2/2010
- 8) **Table:** Joint Public Policy (JPP) Committee FY 2010 Work Plan, 8/2/2010
- 9) **Table:** Priorities and Planning (P and P) Committee FY 2010 Work Plan, 8/2/2010

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:15 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 6/28/2010 Executive Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PARLIAMENTARIAN REMARKS:** There was no report.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** Ms. DeAugustine expressed concern the State would stop paying invoices without an approved budget.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:**
 - Mr. Johnson expressed concern over OAPP's statement at the Commission meeting that their procurement process has been increased 90 days in order to agendize Board letters. He has checked with the Chief Executive Office, County Counsel and the 4th District Supervisor's office and all three analysts for Department of Public Health, Contracts and Grants. None were aware of the extension.

- ➡ Request OAPP clarify the 90-day extension in writing for the Commission packet. Follow-up based on OAPP submission.

A. Medical Outpatient Caucus: Provider Surveys—

- Mr. Vincent-Jones reported he and Ms. Palmeros attended the prior week's HIV Medical Outpatient Provider (H-MOP) Caucus meeting.
- Concerns expressed were similar to those presented earlier, but public comment is open until 9/1/2010. Based on July Commission comments, the survey has already been revised to restructure instructions and offer data collection options.
- He and Ms. Palmeros explained estimated data is sought for Best Practices because, for the most part, it has not been gathered before. Some HMOP members suggested a "not applicable" option. SOC added a comment section instead.
- No Oral Health (OH) providers have had commented, but changes will be made on OH surveys for consistency.
- OAPP offered to put the surveys on Survey Monkey, so providers will have an electronic option.
- Mr. Engeran-Cordova, AIDS Healthcare Foundation (AHF), spoke with the AHF Chief of Medicine; California Regional Medical Director; Director, Healthcare Center of Operations; and three AHF committees. All found questions ambiguous and estimated data utility dubious. Offering available data, e.g., from medical records such as that provided to Medi-Cal, was suggested as surrogates. Using such data would reduce impact on client time in a stressed system.
- Mr. Braswell felt it unlikely providers would all collect the same data, so some would still need to do additional work.
- Ms. DeAugustine said providers are busy and data collection is work, but she had never heard of providers deciding what data is collected and how. She noted estimated data is used often. She did not find questions ambiguous or unreasonable.
- Mr. Johnson spoke with the CARE Program Medical Director and he felt it doable. This is a first step to develop baseline data.
- Mr. Pérez, Director, OAPP, said he spoke with Mr. Vincent-Jones 7/30/2010 on this and other subjects. Both Quentin O'Brien, Chair, HMOC, and Michael Green, Chief, Planning Division, have asked to discuss it as well.
- At this point, he felt estimated data is of little value. Estimations also vary widely across providers. AHF is concerned, yet serves 5,000 of 14,500 Ryan White clients. Department of Health Services (DHS) providers, also with 5,000, have not signaled their participation—which could be concerning. In addition, OAPP often finds provider chart reviews do not match provider estimates.
- Mr. Vincent-Jones was concerned with resistance of some providers and their proposal to develop an instrument, which could be conceived of as conflict of interest. He agreed data from DHS data providers is hard to access, but said that SOC would continue working on it.
- He noted surrogate data is very acceptable and already used in some places, but consistency is important.
- He pointed out SOC has been developing the methodology for 18 months and the HIV Epidemiology Program did an extensive literature review. Indicators were chosen purposefully. Most outcome data is from OAPP. Financial data and the consumer survey are done. Best practices are the bulk of the survey, and it is expected that not all providers will have data, which is why the option of "estimates" was provided.
- In his experience, 4.9% is a standard margin of error and negligible once aggregated system-wide. Best practice data collection is rare, so provider experience is valuable in assessing these under-studied areas of new and promising work. Responses will point to trends, e.g., whether a practice is little used or, conversely, has become standard.
- Mr. Pérez felt it important to tease out data rather than study it only as an aggregate due to differing ancillary services and barriers among sites even within providers, such as geographical differences. He also indicated that it would be good to compare results to key providers outside the Ryan White system, e.g., Cedars-Sinai, Kaiser. The Ryan White system influences what they collect, but they operate under different business models. Mr. Vincent-Jones responded that the SOC Committee already planned to do both, if possible.
- Ms. DeAugustine said the survey is just a beginning and should focus on what is happening in our system as a base.

8. CO-CHAIRS' REPORT:

A. Annual Meeting:

- Mr. Braswell noted he and Ms. Bailey reviewed the proposal from P&P Co-Chairs Mr. Goodman and Ms. Watt and Mr. Vincent-Jones. They felt the focus on key Commission functions and initiatives valuable. Details were in the packet.
- ➡ Proposed Annual Meeting plan accepted. Staff will initiate arrangements.

B. Executive Committee Work Plan: The Plan will be addressed after that of other committees.

C. Committee Work Plans:

- Mr. Vincent-Jones said the JPP and P&P FY 2010 Work Plans are done and co-chairs are reviewing them now. Operations, SOC and Consumer Caucus will be completed by the Commission meeting. The Executive Work Plan will be done last, since it relies on information from the other work plans.

Executive Committee Meeting Minutes

August 2, 2010

Page 3 of 4

- A status column, outcomes and indicators have been added. Each plan includes operations and committee work sections.
- The plans will be consistent with the Policies/Procedures Manual, Committee Handbooks and the assignment system.
- Mr. Pérez noted Item IIB, State Policy, on the JPP Work Plan indicates Sub-item 1a, review the imposition of formula caps, as done 6/2010. Yet, he asserted that formula continues despite a report back from the Office of AIDS (OA). Mr. Vincent-Jones noted the deliverable was done, but Sub-item 2 is to develop a strategy to address the subject.
- Each committee will review its Plan each meeting and revise as it deems appropriate.

D. August Commission Meeting:

- Mr. Braswell noted several Commissioners cannot attend, there were no urgent items and August was often cancelled.
- Mr. Engeran-Cordova said some had expressed concern to him over the Commission's budget during a period of State budget contractions. He felt it politic to meet and conduct ongoing business even without an urgent agenda item.
- ➡ August meeting presentations: Committee co-chairs on their portions of the Commission Work Plan; Michael Green, Chief, Planning Division, OAPP, on Net County Cost funding; and Mr. Pérez on the National HIV/AIDS Strategy.

9. EXECUTIVE DIRECTOR'S REPORT:

A. MAPP Goals and Objectives:

- Mr. Vincent-Jones noted each County manager develops a Management Appraisal Performance Plan (MAPP) yearly.
- His MAPP goals for the fiscal year ending 6/2011 are: Committee Handbooks, Comprehensive Training, Evaluation of Service Effectiveness (ESE), Los Angeles Countywide HIV Needs Assessment (LACHNA), Policies and Procedures Manual and Succession Plan. MAPP ethics and goals sections were in the packet.

B. Commission Work Priorities:

- Mr. Vincent-Jones reviewed this month's priorities list. The work plans will also link into this list.
- Mr. Johnson questioned prioritizing Committee Handbooks for the Annual Meeting over Commission Orientation. Mr. Vincent-Jones said both are part of the Comprehensive Training Program. The latter's Curriculum Outline was in the packet. Handbooks are part of the plan to educate Commissioners and community about primary work unit functions. They lay groundwork for an interactive Orientation and help identify initiative parts pertaining to various committees.
- Mr. Johnson felt consumers will find Orientation materials more immediate and easier to assimilate as a first step.
- Mr. Vincent-Jones presented the Policy and Procedure Manual. Nearly all policies/procedures and related documents identified over the last five years are listed. Pertinent policies/procedures will be identified on each committee's work plan. While not all are likely to be completed by 2011, this will track progress.
- He noted the All Grantees Workshop on Priority- and Allocation-Setting would not occur. The Workshop on Use of Data in Planning is being developed with the assistance of Juhua Wu, OAPP, and Donna Yutzy, Consultant. He noted that the Commission is leading four other workshops and has at least one poster.
- Planning for the Data Summit, Nutrition Support and Hospice Studies would begin at the next P&P meeting.
- ➡ Agreed to keep both Handbooks and Orientation as priorities with an emphasis on Orientation.
- ➡ Add column to indicate original estimated time and actual time taken to better estimate task time going forward.

10. OAPP REPORT:

- Mr. Pérez reported Dr. Jennifer Sayles, Medical Director, OAPP had returned from leave and resumed her duties.
- OAPP received an OA letter 7/13/2010 announcing \$1.2 million for health jurisdictions. The County received 17.5%, down from the last allocation, but has 40% of burden. OAPP finds this arbitrary especially as Dr. Michelle Roland, Chief, OA, supported funding based on burden in White House meetings.
- The letter also said HIV test kit purchases are capped at \$750,000 or about half of historic purchases. Aside from reducing the bulk purchase size itself, other jurisdictions have relied on that to reduce per kit cost. The County was cut 57%.
- OAPP plans a letter to Dr. Mark Horton, Director, California Department of Public Health detailing this and similar actions.
- Mr. Pérez said OAPP has committed to a \$5 million testing program though he felt \$12 to \$15 million was needed. To preserve even the committed amount will require a balancing act that may threaten the care system as well.
- Community response is important. OAPP had asked Dr. Jonathan Fielding, Director, Public Health, to sign a letter to Dr. Horton regarding the Legislative Analyst Office report on surveillance. He did not want to be the sole health officer to sign, but efforts to identify others failed. Jurisdictions privately seek Los Angeles leadership, but fear identifying themselves.
- ➡ Mr. Pérez will develop talking points to aid people in protesting these actions.
- ➡ The issue will be brought forward at the 8/12/2010 Commission and 8/5/2010 Prevention Planning Committee meetings.

Executive Committee Meeting Minutes

August 2, 2010

Page 4 of 4

11. **HIV EPIDEMIOLOGY REPORT:** There was no report.

12. **CONSUMER CAUCUS REPORT:**

- Mr. Johnson reported several Caucus members have told him post-Commission meeting debriefings were the most valuable Caucus aspect to them and especially helpful to new Commissioners. It is fostered by privacy and its open, honest format.
 - More experienced members need to be mindful of mentoring as time permits, especially as work becomes more intense.
 - ➡ Explore using technology such as Facebook as venue for questions with consideration of Brown Act and County issues.
- A. **Grantee Roundtable Follow-Up:** There was no report.

13. **PREVENTION PLANNING COMMITTEE (PPC) REPORT:** There was no additional report.

14. **STANDING COMMITTEE REPORTS:**

A. **Priorities and Planning (P&P):**

1. **FY 2011 P-and-A: Directives:** Directives will be presented at the 8/12/2010 Commission meeting
2. **8/17/2010 P&P Committee Meeting:** The meeting was moved up one week due to the All Grantees meeting.
3. **2010 LACHNA:** Work is beginning.

B. **Standards of Care (SOC):**

1. **Standards of Care:** Work continues.
2. **Service Effectiveness:** There was no additional report.
3. **Standards of Care Policy & Procedures:** Work continues.

C. **Joint Public Policy (JPP):** Mr. Engeran-Cordova noted some conversation on AB 2541, so an update would be valuable.

1. **Health Reform:** There was no additional information.
2. **State Budget 2010/2011:** There was no additional information.
3. **Surveillance:** The Committee agreed that the test kit discussion should be contextualized with a timeline of OA actions.

D. **Operations:**

- ➡ Mr. Engeran-Cordova joined the Latino Recruitment Work Group with Sergio Aviña, Mr. Ballesteros and Mr. Johnson,
- 1. **Membership Nominations:** Mr. Braswell, Robert Butler, Ted Liso, Jenny O'Malley and Karen Peterson were re-nominated.
- 2. **Comprehensive Training Plan:** ➡ Mr. Johnson asked all co-chairs to review the document for committee input.
- 3. **Policy and Procedure Manual:** There was no additional information.
- 4. **Procurement Reform:** There was no additional information.

15. **NEXT STEPS:** There was no discussion.

16. **ANNOUNCEMENTS:** There were no announcements.

17. **ADJOURNMENT:** The meeting was adjourned at 12:30 pm.